

BUDGET LETTER

		NUMBER: 08-04
SUBJECT: 2008-09 OUT-OF-STATE TRAVEL REQUESTS	DATE ISSUED: February 15, 2008	
REFERENCES: GOVERNMENT CODE SECTIONS 11032 AND 13030, STATE ADMINISTRATIVE MANUAL SECTIONS 0760-0765, AND MANAGEMENT MEMO 04-21	SUPERSEDES: BL 07-04 AND 07-07	

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter (BL) reminds state departments of the requirements of Out-of-State Travel (OST) blankets and individual OST requests, including travel to foreign countries.

All OST blankets for fiscal year 2008-09 must be submitted to the Department of Finance (Finance) by **May 2, 2008**. This date is set forth in Section 0761 of the State Administrative Manual (SAM). This deadline provides adequate time for review and approval of OST blankets, and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel already included in a blanket that has not yet been approved.

Per SAM Section 0764, departments are required to submit individual OST requests under specified circumstances, including when a department's OST blanket has been submitted but not yet approved. **These requests must be received by Finance at least 14 days before travel is scheduled to begin.**

On behalf of the Governor's Office, Finance reminds departments that prior to submission of the OST blanket or individual OST requests, departments must ensure the following:

- The purpose and justification of each trip is clearly identified on the form.
- The form is filled out accurately and completely, including all appropriate signatures.

OST request forms that do not include the purpose, justification, or are inaccurate and incomplete will be returned to departments.

Finance's role in approving OST is to certify the department has sufficient funds for the OST blanket request or individual trip requests. The departments, Agencies, and Governor's Office are responsible for enforcing the OST policies and guidelines set forth in SAM. Departments should refer to SAM Sections 0760-0765 for complete OST guidelines.

Per SAM Sections 0762-0764 and SAM Chapter 700 Appendix (A-5), OST requests are required to include the purpose and justification for the travel. The justification must include the category for the trip, the need for the trip, and the benefits to the state in terms of the relationship to the department's program and costs. Additional pages may be added to the request if necessary.

Finance must receive individual OST requests at least 14 days before travel is scheduled to begin. If departments do not adhere to this timeframe, Finance may deny the request and individual employees will

not be reimbursed for travel costs or be subject to other consequences. Please refer to SAM and Management Memo 04-21 for additional information regarding the consequences of non-compliance with OST requirements.

Please submit all OST blankets to the appropriate Finance Program Budget Manager by the May 2, 2008 deadline. If you have any general questions, please contact your Finance budget analyst.

/s/ Vincent P. Brown

VINCENT P. BROWN
Chief Deputy Director